

# Drop-Off Procedures

- ◆ THE ONLY ENTRANCE FOR DROP-OFF WILL BE THE SIDE DOOR AND THE FRONT DOOR BASED ON THE GRADE LEVEL OF YOUR STUDENT(S).
- ◆ FRONT DOORS OPEN AT 8:00AM
- ◆ FRONT PARKING LOT ACCESS WILL BE CLOSED AT 8:30.

## PRE-K ONLY FAMILIES

\*\*\*SIDE LOT\*\*\*

8:00-8:30

- ◆ Enter through the side lot and pull into the drop-off lane, just behind the parked cars on the right. A PreK staff member will help your child out of the car once you are in front of the doors. Your child will then be escorted by an aide to their classroom.
- ◆ If you arrive after 8:30, you will need to check in and get a visitor badge. It is in your best interest to be on time each day!

KDG-4TH ONLY  
FAMILY:

\*\*\*FRONT LOT\*\*\*  
8:00-8:30

Front lot instructions are included with the enclosed map. Please make sure your child is ready to exit the vehicle before you enter the drop-off lane.

If you arrive after 8:30, you will need to check in and get a visitor badge. Please remember, it is in your best interest to get here on time!!

ELEMENTARY  
FAMILY W/ HIGH  
SCHOOL STUDENTS

\*\*\*FRONT LOT\*\*\*  
8:00-8:30

- ◆ Use front lot following Kdg-4th procedure. High School student will use elementary front doors to then go to designated areas.

Everyone will use side door and follow procedure if arriving after 8:30. You will need to check in and get a visitor tag. It is in your best interest to be on time!

**Before Care  
and/or After Care**

Use side door for drop-off and pick-up. You will be issued an access card for entrance.

# Pick-Up Procedures

## HALF DAY PRE-K PICK-UP \*\*\*SIDE DOOR\*\*\* 11:30 A.M.

Enter the back lot from Wilson Ave. (via Wisconsin). Follow traffic pattern (see map). Enter pick-up lane and pull forward as cars exit the lot. Keep name card in front passenger window. A teacher will bring your child to your car once they see the name card. More details will be come from teachers.

## FULL DAY PRE-K PICK-UP-3:15

\*\*\*SIDE DOOR\*\*\*

More details will come from the teacher.

## ALL KDG.-4TH GRADE STUDENTS...

Will be picked up in the front parking lot. Dismissal for all will be at 3:15 p.m.

\*Parents are to wait in car or outside front doors until dismissal. Teachers will release students from inside the front elementary doors when family sign is seen. Students will be released out front doors to you. Parents are to wait outside until students come and then will escort students to their cars using the crosswalks. If a car-pool situation, use all name cards. If picking up a PreK student with older elementary siblings, the PreK student should be picked up at the side door first and then parents should pull around to the front lot to pick-up older siblings.

\*High School students getting picked up with Elementary students should wait in the chairs near the guidance counselor's office until their elementary sibling is dismissed .

\*Pull as far forward as possible (parallel to sidewalk) in marked lanes. If coming into the building for any reason, the side door protocol must be used.

If anyone is arriving any other time (after 8:30, tardy, appt. volunteering, etc.) enter side door and follow protocol, and proceed to elementary office.

BEFORE CARE  
AND/OR AFTER CARE

Use side door for drop-off and pick-up. You will be issued an access card for entrance.

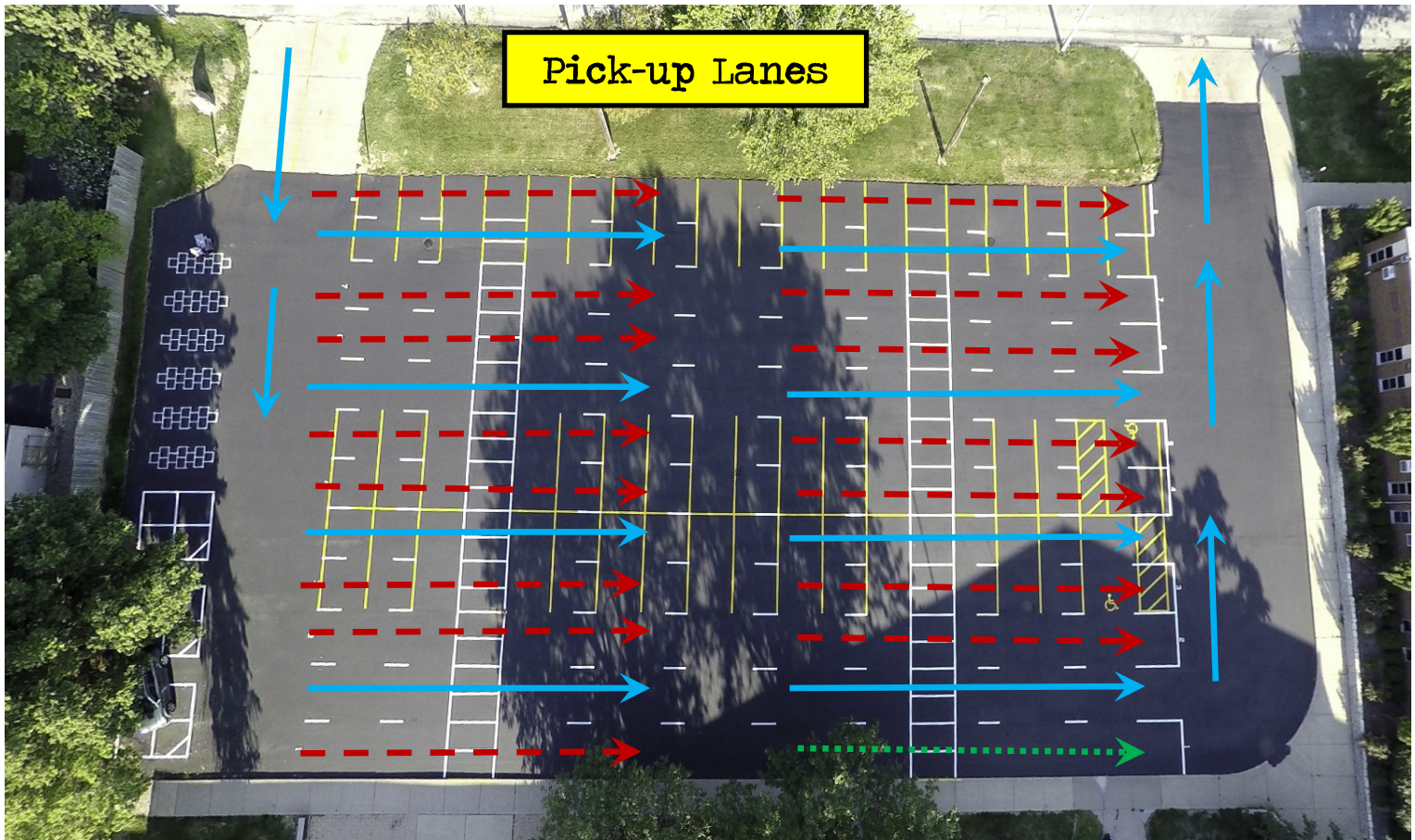
## HIGH SCHOOL STUDENTS

- ♦ If a High School student is picking up an elementary student to take home, the High School student will come to elementary for pick-up.



**Elementary P.M.  
Pickup Procedures**

- Students will be released by Family at the double doors at the front of the building.
- Parents (or those picking up) will need to use their Family Sign every day for both security purposes, and to help our staff get kids out the door in a timely manner.
- All K thru 4th grade students will wait in the building and a staff member will call them to exit when they see the Family Name sign.



**Drive Only Lane**



**Park Only Lane**

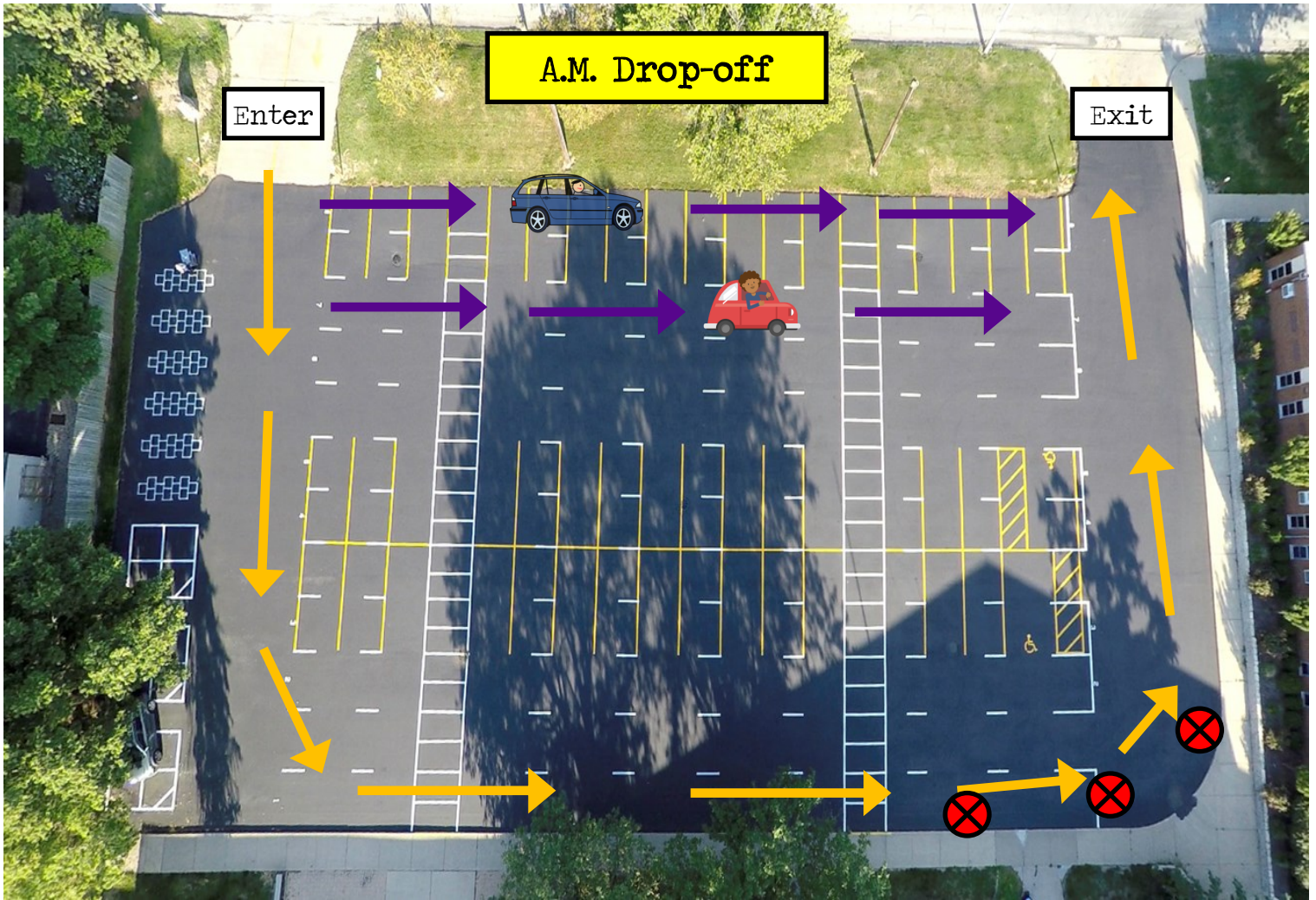


**Handicap Parking**

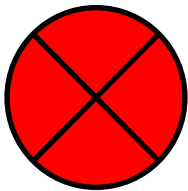


When pulling into the parking lot from California Ave., please fill in the rows furthest from the school first. Please leave a few spots directly in front of the school for handicap drivers.





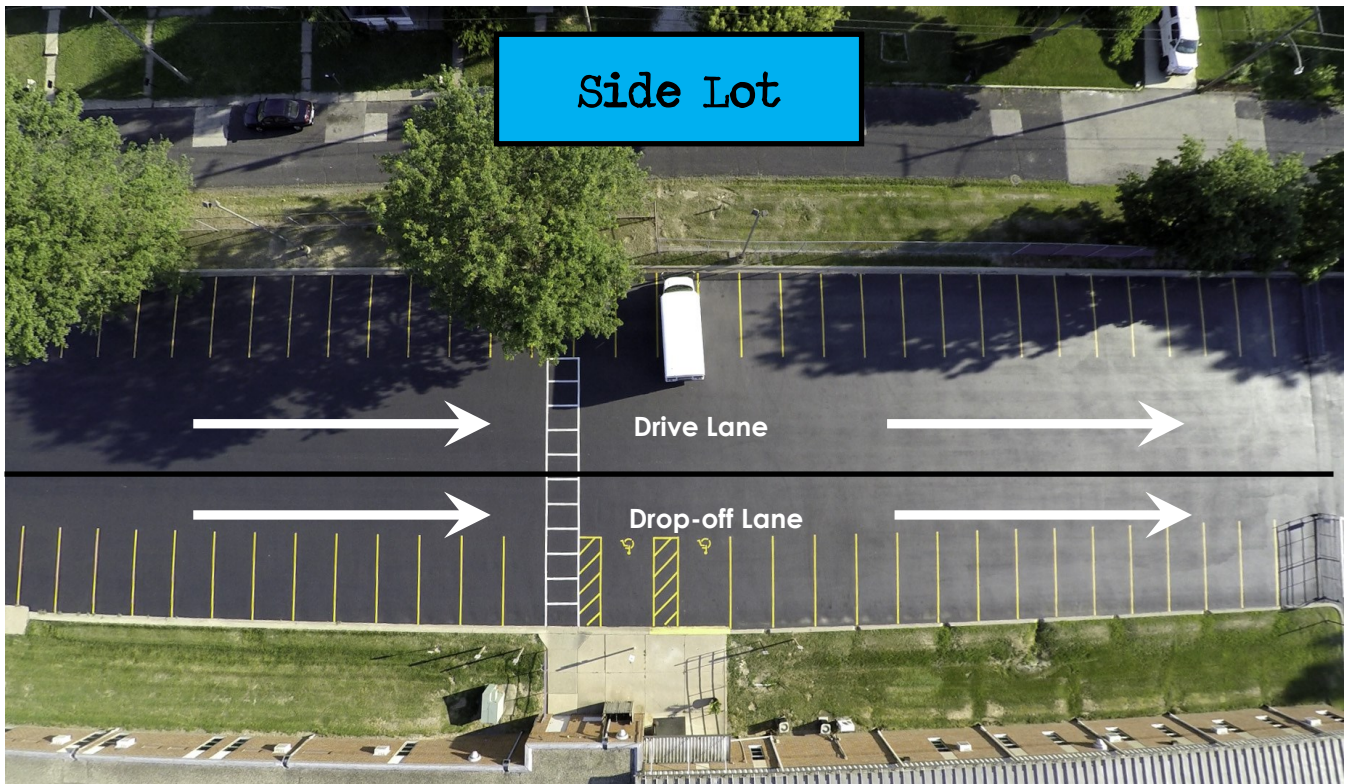
**Drop-off Lane:** Pull all the way up to the cones at the corner of the lot. Please only use this lane if your child is immediately ready to hop out of the car (has bookbag, lunch, coat, mask, etc.)



**Drop-off Cones:** Please pull all the way through to the last (available) drop-off spot. Children should only exit the vehicle on the side closest to sidewalk.



**Lanes 7 & 8:** These spots used only for preparing your child to be dropped off (gathering book bags etc.) Once the child is ready to get out of the car, pull out of the parking lot on California and re-enter the line for drop-off. Do not let your child exit the vehicle while in the purple lanes.



### **Pre-K Only Family**

- ◆ Drop-off: Enter the side parking lot. Pull into the Pick-up/Drop off Lane. Pull forward as traffic moves. When you are in front of doors, a PCS staff member will help your child out of the car and escort them to their classroom. Exit via Drive Lane through the back parking lot which will lead you to Wilson St.
- ◆ Pick-up: Enter the back lot from Wilson Ave. (via Wisconsin). Follow traffic pattern to back corner door where children will be released. Pull into either pick-up lane. Please leave your family name sign in the front passenger window so that the teacher can see it. When you pull up to the doors, a teacher will walk your child to the car. Exit the lot via Wilson Ave.